

Kansas City Composite Squadron Position Policies

DIRECTOR OF OPERATIONS (DO) (P211)

SENIOR MEMBER POSITION DESCRIPTIONS

Position descriptions at all echelons (region, wing, group, and squadron) are so similar that one broad position description applies to all levels, unless otherwise indicated. Since CAP directives describe in detail the tasks to be performed in each position, each staff officer should become completely familiar with the CAP directives listed in his/her position description. Also, it should be noted that all phases of each position are covered even though some units do not have a particular need for every task.

Squadron commanders are authorized and encouraged to develop more detailed position descriptions for their staff officers to fit the individual unit situation and talents of unit personnel.

DUTIES

Reports to the Unit Commander

Manages and directs all operations activities

They shall:

- Develop and implement operations plans, programs and directives
- Establish reporting procedures to determine the success of operations programs (CAPR 20-1 (E))
- Coordinate operations matters with other staff agencies or interested agencies CAPR 60-1
- Develop standard operating procedures for the control and operation of CAP aircraft
- Develop necessary operations policies and procedures to ensure mission accomplishment and to provide adequate guidance to subordinate personnel and units
- Review and comply with all relevant National, Wing and Squadron Policies
- Ensure compliance and submit a completed self SUI by 1st of September annually to the Squadron Commander
- Request the issuance of transportation and mission authorizations from LO as requested
- Operations officer should be familiar with CAPP 210, CAPP 211, CAPP 212, CAPP 213; CAP directives in the 50, 55, 60 and 62 series and parts 1, 43, 61, 63, 91 and 92 of FAA regs

NOTE:

The duties above also apply to assistant operations officers. Operations officers should develop a detailed position description for their deputies, outlining his/her specific duties and responsibilities in support of the overall squadron mission.